



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM \_\_\_\_\_  
Finance \_\_\_\_\_  
DA \_\_\_\_\_  
Risk Mgt. \_\_\_\_\_  
HR \_\_\_\_\_  
Other \_\_\_\_\_

STAFF REPORT  
BOARD MEETING DATE: July 14, 2015

**DATE:** June 24, 2015  
**TO:** Board of County Commissioners  
**FROM:** Frances Finch, Chief Deputy Treasurer, Treasurer's Department  
775-328-2545, [ffinch@washoecounty.us](mailto:ffinch@washoecounty.us)  
**THROUGH:** Tammi Davis, Treasurer  
**SUBJECT:** Recommendation to approve request to increase petty cash fund from \$200.00 to \$2,000.00 for the Public Administrator; and, if approved, authorize Chairman to execute Resolution for same. (All Commission Districts)

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## SUMMARY

A request has been made by the Public Administrator for an \$1,800.00 increase to their petty cash fund. This request has been reviewed and approved by both the Treasurer and the Comptroller.

**Strategic Objective supported by this item:** Achieving Long Term Financial Sustainability

## PREVIOUS ACTION

The last increase to the Public Administrator petty cash fund occurred on June 22, 1993.

## BACKGROUND

The Public Administrator currently has one, \$200.00 petty cash fund. Previously, the Public Administrator received death certificates without charge from the State of Nevada Department of Health and Human Services. Due to a recent policy change, death certificates will now cost \$20.00 each. Death Certificates are essential to estate administration.

**FISCAL IMPACT** None.

## RECOMMENDATION

It is recommended to approve request to increase petty cash fund from \$200.00 to \$2,000.00 for the Public Administrator; and, if approved, authorize Chairman to execute Resolution for same.

AGENDA ITEM # 5J1

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:

Move to approve request to increase petty cash fund from \$200.00 to \$2,000.00 for the Public Administrator; and, if approved, authorize Chairman to execute Resolution for same.

RESOLUTION        Increase Petty Cash Fund from \$200.00 to \$2,000.00 for the Public Administrator.

WHEREAS, The Board of County Commissioners of Washoe County, pursuant to NRS 354.609, has the authority to create and fund change and petty cash fund accounts; and

WHEREAS, the Public Administrator has requested an increase in the petty cash fund from \$200.00 to \$2,000.00 to assist in the administration of that office; now, therefore, be it

RESOLVED, BY THE BOARD OF COMMISSIONERS OF WASHOE COUNTY, NEVADA as follows:

1.        That, pursuant to the provisions of NRS 354.609, the County Treasurer and the County Comptroller are hereby authorized and directed to take all necessary steps to establish and account for an increase in the petty cash fund of \$1,800.00 (for a total petty cash fund of \$2,000.00) for the Public Administrator.

2.        That the above additional \$1,800.00 will be funded from the Washoe County Treasurer's Commercial Bank Account.

3.        That said petty cash fund will be used exclusively for transactions related to the Public Administrator.

4.        That the Department Head shall henceforth be held accountable for the petty cash fund authorized by this resolution.

5.        That the County Clerk is directed to distribute copies of this Resolution to the Washoe County Treasurer, Comptroller, Internal Auditor, Public Administrator and the Nevada Department of Taxation.

ADOPTED this 14<sup>h</sup> day of July, 2015.

By: \_\_\_\_\_  
Chairman  
Washoe County Commission

ATTEST:

\_\_\_\_\_  
Washoe County Clerk



**DONALD L. CAVALLO**  
**WASHOE COUNTY PUBLIC ADMINISTRATOR**  
Post Office Box 7360 Reno, Nevada 89510-7360  
(775) 861-4000  
Fax (775) 861-4041

**MEMO**

Date: June 22, 2015

To: Tammi Davis  
Treasurer

From: Don Cavallo

Re: Petty Cash Fund Increase

We request an increase in our petty cash fund from \$200.00 to \$2000.00. The reason for this request is that effective June 15, 2015, the State of Nevada Department of Health and Human Services has changed their policy regarding providing our department with no cost death certificates. (See copy of letter attached.)

The cost of purchasing a death certificate is \$20. We average about 225 new cases each year and many of those cases do not have any assets or it takes months for the assets to be liquidated. In the meantime we need a death certificate to proceed with the estate administration. Once the assets are liquidated, the estate can often repay the petty cash fund for the purchase of the death certificate. Although there will be instances where there is no ability to repay, that is not the norm. When this occurs the cost of the death certificate will have to be absorbed by the department budget. We did not request an above base amount in our FY 2015/2016 budget to cover this cost, but we will next year.

Thank you for your help with this.

A handwritten signature in black ink, appearing to read "Donald L. Cavallo", is written over a horizontal line.

Donald L. Cavallo  
Washoe County Public Administrator